

PART I



GOVERNMENT OF KERALA

Labour and Rehabilitation (E) Department

NOTIFICATION *

G. O. (P) No. 1/2004/LBR.

Dated, Thiruvananthapuram, 3rd January, 2004.

KERALA LAUNDRY WORKERS' WELFARE SCHEME—2004

Preamble.—To implement a welfare scheme for providing certain benefits to the Laundry Workers working in the State of Kerala.

1. *Short title, extent and commencement.*—(1) This Scheme may be called the Laundry Workers' Welfare Scheme, 2004.

(2) It extends to the whole of the State of Kerala.

(3) It shall come into force at once.

2. *Definitions.*—(1) In this scheme, unless the context otherwise requires,—

(a) 'worker' means a person working in the laundry sector (ie. Laundry, Ironing work, Dry cleaning work);

(b) 'Government' means the Government of Kerala;

(c) 'member' means a member of the scheme;

(d) 'Scheme' means the Kerala Laundry Workers' Welfare Scheme constituted under para 3;

(e) 'Governing body' means the committee having the responsibility of administration over the Kerala Laundry Workers' Welfare Scheme;

*English Translation of the Notification No. G.O. (P) 1/2004 /LBR, dated 31-1-2004.

(f) 'Chief Executive Officer' means the Chief Executive Officer appointed under para 16;

(g) 'Convener' means the convener of the Governing body appointed under para 20;

(h) 'Family' means the husband, wife and their minor children, unmarried daughters and parents solely depend upon the members;

(i) 'Legal heir' means a person included in para 'h' and is nominated by the member;

(j) 'Contribution' means the sum of money payable to the scheme under para 9;

(k) 'Year' means the financial year in respect of financial matters and calendar year in relation to the period of membership.

3. *The Kerala Laundry Workers' Welfare Scheme.*—This scheme is framed for the welfare of the laundry workers in Kerala and it shall be under the Kerala Labour Welfare Fund Board and shall be administered by the employees of the Board.

CHAPTER 2

4. *Membership.*—The Laundry Workers who are in between the age of 18 years and 50 years and specified in sub-para 3 of para 1 shall be eligible to become a member in this Scheme.

5. *Registration.*—(1) Every worker eligible to become a member shall submit an application in Form No. 1 of the annexure to the Chief Executive Officer or an officer authorised by him in this behalf and register his name to become a beneficiary of the scheme. Along with the application a copy of the school certificate or certificate as per Mammodeesa Register or certificate obtained from the Registrar of Birth and Death shall be produced as the basic document for proving the age. In the circumstance, when it is not possible to produce any of these, a certificate issued by a Doctor who is a Civil Surgeon in Government service, not below Grade-II be sufficient. Two recent passport size photographs shall also be produced by the applicant.

(2) On the receipt of the application, Part C of the application and order of the District Executive Officer shall be passed.

(3) A Copy of the order passed under sub-para 2 and identity card in Form No. 3 shall be issued to the applicant and to the branch of the concerned Bank.

(4) The works in the laundry sector who have acquired membership in the Kerala Artisans and Skilled Workers' Welfare Scheme at present, may continue their membership in the new scheme with retrospective effect and shall

pay contribution to the new scheme in the allotted number, if they are of 50 years of age or below on the date of commencement of the scheme.

6. *Cancellation of membership.*—The Chief Executive Officer or an officer authorised by him in this behalf shall have the power to cancel the membership at any time if it is understood that the membership has been obtained by furnishing false information.

7. *Transfer of membership.*—After obtaining membership if the residence is shifted permanently from one District to another or the nature of employment is permanently changed, his membership may be transferred accordingly to other districts. For this, application shall be given to the concerned District Executive Officer and the District Executive Officer shall pass orders in Form Number 4 and shall intimate it to the concerned.

8. *Identity Card.*—The District Executive Officer shall issue identity card affixing photograph to every worker in Form No. 3. For this Rs. 5 shall be collected as service charge for identity card and its outer cover. On loss of identity card duplicate shall be issued on realisation of Rs. 5 as fine.

CHAPTER 3

9. *Contribution to the Scheme.*—(1) After obtaining membership every worker shall contribute Rs. 20 per month to the Fund. After obtaining membership, a member shall be deemed to be admitted in the scheme, only from the date on which the first subscription and the amount due is paid in the Bank.

(2) The Government shall pay Rs. 12 as grant for each Rs. 20 paid by the members per month to the scheme, Rs. 10 out of Rs. 20 together with Rs. 2 out of Rs. 12 obtained from the Government shall be kept for giving benefits including the retirement benefits to the members and the remaining Rs. 10 in the contribution together with the balance Rs. 10 from the Government grant (Rs. 20) shall be kept in a separate account for the pension purpose of this scheme, and monthly pension shall be given on the retirement of members from this Fund.

10. *Payment of contribution.*—(1) On the receipt of membership order and identity card, the member shall remit Rs. 20 towards subscription, as directed in the order, in the branch of the Bank in Form No. 5. For this purpose the nearest branch of the Bank where the place of residence of the member may be selected.

(2) The contribution shall be remitted in the said bank before the 10th day of every month.

(3) The contribution may be paid in lumpsum by a member for one year or for 6 months in advance.

(4) Before receiving the contribution the bank authorities shall verify the order and the identity card issued by the District Executive Officer and ensure the identity of the member.

CHAPTER 4

11. *Death-cum-retirement Benefits.*—(1) A member who has completed 42 years in the scheme shall receive an amount of Rs. 62,750 as retirement benefit including the contribution from Government. Members shall get the retirement benefit proportionate to the period of their membership as shown in appendix I of the scheme. Ten per cent of the amount paid by the member upto annexure slab one to five or the amount as per the slab which ever is higher, shall be paid. In the event of a death of a member, while he is a member, financial assistance of Rs. 10,500 in addition to the retirement benefit shall be paid to the legal heirs. Membership of a member shall be cancelled *suo motu* on completion of 60 years of age.

(2) The member who has completed 60 years of age or the legal heir of deceased member shall submit an application along with the necessary documents for obtaining financial assistance to the concerned District Executive Officer within three months from the said date. If there is any delay in submitting such application, the Chief Executive Officer shall have the discretion either to accept or to reject the same. The District Executive Officer shall conduct a detailed enquiry on this and shall submit the report to the Chief Executive Officer within two weeks. Further the Chief Executive Officer shall pass an order on it within one month. If there is any objection on the decision of the Chief Executive Officer, the member or the legal heir may file an appeal before the Governing body within 90 days from the date of receipt of the order.

(3) If there is any delay in filing appeal due to any reason the Governing body shall have the discretion to admit the same. The decision of the Governing body shall be final.

(4) If the nominated legal heir has not attained majority the death benefit shall be deposited in the District Co-operative Bank till the legal heir attains majority or may be paid to the guardian on whom the heir is dependant. For this purpose certificate from the revenue authorities showing the relation between the heir and guardian shall be produced.

(5) If a member accepts any other employment or goes out of Kerala for employment or relinquishes his membership for some other reasons, the amount deposited by him in the scheme, after deducting 5 per cent of the amount or Rs. 5 which ever is higher shall be refunded to him on his demand. For this purpose the member shall submit the application along with necessary documents to the concerned officials. But this may not include the contribution from the Government.

CHAPTER 5

12. *Utilization of the Scheme Fund.*—The Scheme Fund shall be utilised for all the purposes mentioned below:

(1) If a member of the scheme produces a certificate from a recognized Medical Officer to the effect that he is suffering from permanent disablement and is unfit to continue his work, an amount, upto the maximum of Rs. 1,000 may be sanctioned subject to the decision of the Governing body as financial assistance and the minimum pension may also be sanctioned based on the decision of the Governing body. For this purpose a member shall have completed two years of membership.

(2) 'Permanent disability' means loss of hands or legs, loss of vision in both the eyes, paralysis, stroke etc.

(3) Scholarship will be arranged for the education of the children of members. The amount of scholarship shall be as follows:—

The number of scholarships to be distributed every year shall be subject to the decision of Governing body and is in proportionate to the number of members in the District.

| | | |
|--|-----|-----------|
| Plus Two | : | |
| V. H. S. C. | : | |
| T. T. C. | : | Rs. 500 |
| Pre-Degree | : | |
| Sanitary Course | : | |
| Computer Courses after S. S. L. C. (only in Government Recognized institutions) | : | |
| B. A. | : | |
| B. Sc. | : | |
| B. Com | : | Rs. 750 |
| P. G. D. C. A. after Plus Two | : | |
| B. Ed. etc. | : | |
| Post Graduation | : | Rs. 1,500 |
| Professional Courses such as Polytechnic, Engineering, Medicine, Agriculture, Veterinary and for Post Professional courses such as M.Phil, MCA etc. | } : | Rs. 1,500 |

(4) The persons who study for regular courses in the institutions affiliated to the recognized University alone shall be eligible to apply for scholarship. To obtain scholarship, the members shall have membership in the Scheme for two years. The application for the scholarship shall be submitted to the concerned

District Executive Officer in the prescribed form within 60 days after getting admission to the course and the District Executive Officer shall forward it along with necessary report, within 15 days of receipt of the application, to the Chief Executive Officer. The eligibility for scholarship shall be only for the first year of getting the admission to each course.

(5) An amount of Rs. 1,000 shall be given for the funeral expenses of the deceased members. This shall be given along with the financial assistance on death as specified in sub para (1) of para 11.

(6) The Chief Executive Officer may after considering the application submitted by the member for purchasing tools, sanction seventy five percent of the amount remitted to the scheme by the member or Rs. 2,000 which ever is less. No interest shall be realised for this. The sanctioned amount shall be refunded in monthly instalments as fixed by the Chief Executive Officer. The remaining unpaid amount shall be deducted from the beneficial amounts such as death-cum-retirement, refund etc. of the member.

(7) Maternity benefit of Rs. 1,000 shall be given to each female member of the fund. This benefit shall be eligible to be received only for two times.

(8) A member shall be given Rs. 2,000 to meet the expenses in connection with the marriage of daughters.

(9) To receive the benefits under sub-para 7 and 8 of para 12 there shall be membership for at least one year.

CHAPTER 6

13. *Nomination*.—Each member who obtains membership in the Scheme shall record in Part B of Form 1 the details such as the name, age, date of birth, full address, the relationship with the member etc. of the persons nominated by him. The applicant shall nominate only those family members as defined in para 2(h). But if circumstances may arise that the applicant does not have any of the family members defined in para 2(h), any of the following family members may be nominated.

- (1) major sons
- (2) married daughters
- (3) sisters and brothers

Provided that though the unmarried members on getting married do not furnish revised nomination, the right for benefits is limited to the wife, husband and the children.

14. *Duty of the Bank.*—For the collection of fund to the Scheme the Bank as determined by the Governing body shall open a separate account for each member. The complete account of the subscription received in various branches of the Bank shall be kept by the Bank and the same shall be given as and when the Government or the Chief Executive Officer requires. There shall a Centralised Account for the Fund. The amount collected by the various branches shall be centralised in the above account and the details of the total amount collected by the Bank shall be informed to the Chief Executive Officer on the first working day of each week and an annual statement regarding the deposit of the members shall be given to the Chief Executive Officer in the month of April in each financial year. In addition to this, branch wise statement of accounts of the amount remitted by the members as subscription shall also be given to the Chief Executive Officer. The Bank shall bear all the expenses in connection with the collection of Fund. It shall be deposited in the Banks which provides higher rate of interest on the recommendation of the Chief Executive Officer, and with the sanction of the Governing Body.

15. *Default in the payment of contribution may cause the lose of membership.*—If default is committed in the payment of monthly subscription as per this Scheme continuously for a period of one year, his membership shall lose *suo motu* :

Provided that Chief Executive Officer is satisfied that the default committed as such, is on reasonable grounds, on payment of the defaulted amount with 8% interest, the membership may be restored. In the circumstances that the membership could not be continued due to sufficient grounds, the amount remitted by the member alone will be refunded.

16. As per this Scheme, the complete supervision of the Scheme shall be vested with the Chief Executive Officer of the Kerala Labour Welfare Fund Board. The headquarters of the Scheme shall be along with the headquarters of the Kerala Labour Welfare Fund Board. Other concerned officers and employees that may be deemed to be necessary for the management of the Scheme may be appointed by the Kerala Labour Welfare Fund Board with the approval of the Government. They shall be employees under the Kerala Labour Welfare Fund Board and shall deal with the welfare matters of the Laundry workers.

17. *Power of the Chief Executive Officer.*—The Chief Executive Officer shall have full responsibility for the management of the Scheme.

18. *Management of the Scheme.*—The management of the Scheme and the supervision of the functions regarding the payment of financial assistance from the Scheme shall be vested with the Labour Welfare Fund Board.

19. *Power to issue orders for inquiry.*—(1) The Government may, at any time, appoint an officer not below the rank of a Joint Secretary to Government to inquire into the functions of the Welfare Scheme and to submit a report to the Government.

(2) The Scheme shall provide all facilities to the persons appointed under sub-para 1 and furnish such documents, accounts and information in the possession of the Scheme as he may require to conduct proper enquiry.

20. *Governing body.*—Chairman of the Kerala Labour Welfare Fund Board shall be the Chairman of this Scheme. This Governing body consists of three representatives of the Laundry workers and two Government representatives from the Labour Welfare Fund Board (from Labour Department and Finance Department). The Chief Executive Officer of the Kerala Labour Welfare Fund Board shall be the convener of this Governing body. The period of the committee and the period of the Labour Welfare Fund Board shall be equal.

21. *Power to supersede the committee.*—(1) After considering the report under para 19 or otherwise, if the Government are of the opinion that the committee has committed default continuously in discharging the duties imposed on it by or under the provisions of this Scheme, the committee can be superseded for a period not exceeding six months from the exercise of its functions under this Scheme.

(2) All the powers and duties which may be exercised or discharged by the Committee, during the period of supersession, be exercised or discharged by such officer or officers specifically mentioned in the Government order. In continuation of expiry of the period of supersession, the management of the Scheme shall be vested with the committee again or alternate arrangement may be made.

22. *Audit of Accounts.*—(1) The audit of the accounts of the Scheme shall be entrusted to an agency as decided by the Government.

(2) Accounts shall be inspected and audited once in every year by such agency.

(3) An annual report regarding the functions of the Scheme shall be prepared and after approval by the Governing body, the same together with the audit report shall be submitted to the Government before the end of March.

23. *Loss of benefit due to the members.*—(1) The Chief Executive Officer shall have power to cancel the benefits as per this Scheme by furnishing false informations. But, a member/legal heir may prefer appeal before the Governing body within thirty days of the receipt of the order upon this and the decision of the Governing body shall be final.

(2) The unclaimed amounts in all the Heads of Account of the Scheme shall be deemed to be public property of the Scheme.

24. The Laundry workers existing in the Kerala Artisans and Skilled Workers Welfare Scheme and whose age is 50 years or less, their contribution till date shall be transferred under this Scheme and the amount shall be collected to the fund under the Scheme. Along with the same the said records shall also be brought under the new Scheme.

25. *Power to remove difficulties.*—If any difficulty arises in giving effect to the provisions of this Scheme, Government may, by order, make provisions or directions suitably, to remove the doubts and difficulties not inconsistent with the provisions of this Scheme and appears to be necessary and such orders shall be final.

CHAPTER 7

PENSION

26. *The provision regarding the payment of pension to the Laundry workers who were members in the Kerala Artisans and skilled workers welfare Scheme, on the commencement of the Kerala Laundry Workers' Welfare Scheme.*—(1) All the Laundry workers who were members of the Kerala Artisans and Skilled Workers' Welfare Scheme before the commencement of the Kerala Laundry Workers' Welfare Scheme and received retirement benefit on completion of 60 years shall be eligible for pension as per this chapter if they are not getting any other welfare pension.

(2) The application for pension shall be submitted to the concerned District Executive Officer in Form No. 5 within 3 months from the commencement of the Scheme.

(3) The provisions stated in this Chapter shall be applicable to all the Laundry Workers who attain the age of 60 years within 10 years from the commencement of this Scheme shall be eligible for pension accordingly.

(4) The number of persons eligible for pension at present under sub paras (1) and (3) and the number of persons who may retire within the next ten years and the financial liability thereon is appended in appendix 2.

(5) The pension amount shall be Rs. 100 per month. The financial assistance to implement pension, mentioned in this chapter shall be given as grant by the Government, annually.

(6) The provisions specified in chapter 9 shall be applicable to all workers who are entitled to get pension as mentioned in this chapter.

CHAPTER 8

27. *Pension Scheme applicable to the workers who join as new members in the Kerala Laundry Workers' Welfare Scheme.*—(1) A member who retires at the age of sixty years after getting the retirement benefits and paid contribution to the Kerala Laundry Worker's Welfare Scheme at least for a period of ten years without default alone is eligible for pension as specified in this chapter.

(2) The worker who is eligible for pension as per para (1) above may get a monthly pension of Rs. 100 at the minimum and an increase of Rs. 10 for each two years after ten years shall be given as pension up to the maximum of Rs. 250.

(3) The governing body shall have the power to modify the implementation of the scheme on the basis of the financial capacity.

(4) The sum of Rs. 10 transferred to the Pension Scheme from the monthly contribution of each member and Rs. 10 given as grant by the Government for each member per month to the Scheme and the interest on deposit of amount shall be utilised for payment of pension. (The financial assistance due from the Government shall be given per year). Chapter 9 shall be applicable to the workers who are entitled to get pension as mentioned in this chapter.

CHAPTER 9

28. *General principles to be followed by those applying for pension under chapter 7 and 8.*—(1) The application for pension shall be submitted to the concerned District Executive Officer in Form No. 5. Two passport size photograph of the applicant shall also be produced along with the application. Besides that the copy of the order sanctioning the retirement benefit to the applicant shall also be produced. If the applicant is found eligible for pension, the identity card issued in Form No. 6 by the District Officer shall be received from the District Executive Officer along with the first instalment of the pension.

(2) The application for pension as per chapters 7 and 8, shall be submitted within 90 days. Applications submitted thereafter shall not be considered. But if it is found that there is sufficient reason, the Chief Executive Officer can consider the same separately. If the Chief Executive Officer rejects the application appeal may be preferred before the governing body within 90 days. The copy of the order against which the appeal is filed shall also be produced along with the appeal.

(3) If the applicant is a person who receives pension from Government/ Semi Government institutions he shall not be eligible for pension under this Scheme. But the member who lose the eligibility like this shall get twice the amount received by an ordinary member as retirement amount by treating the

monthly payment of Rs. 10 remitted towards the pension fund as contribution. (This benefit shall not be applicable to those under para 26 of Chapter 7.)

(4) Nobody shall be eligible to get pension on the death of the worker who receives pension.

(5) On the death of the pensioner any arrear amount of pension due to him shall be obtained by his legal heir.

CHAPTER 10

29. *Procedure to be followed by District Officers.*—(1) Acknowledgement of the receipt of application shall be given in Form No. (7), appended herewith. All applications received in District Executive Office shall be serially entered in the application Register (Form No. 9). Serial number shall be allotted on yearly basis. If the applicant is found to be eligible for pension, the application shall be forwarded to the Chief Executive Officer with necessary recommendations.

(2) Along with the 1st instalment of pension, an identity card in form No. 6 affixed with a photo shall be issued to the applicant. One photo furnished by the pensioner shall be pasted and kept in the pension register (Form No. 9). The responsibility for the disbursement of pension amount shall be with the respective District Executive Officers. Pension shall be disbursed on a trimonthly basis. The Chief Executive Officer shall entrust the amount required for this in advance to the respective District Executive Officer. Those who are eligible for pension, shall receive pension from the concerned District Executive Officer, on specified dates on production of the identity card issued to them.

(3) Those who are unable to receive pension, personally at the place of disbursement due to physical disability or disease shall submit an application to the concerned pension disbursement officer, showing their physical disabilities or disease. The application submitted as such shall be recommended by the doctor who attends or any of the persons such as the concerned Panchayat President/Executive Officer/Member/Municipal Chairman/Commissioner/Councillor/Gazetted Officer etc. After considering the application the pension amount shall be sent to them by money order at their expense.

30. *Procedures at the Chief Executive Office.*—(1) The application for pension received along with necessary recommendation letter from the District Executive Officer shall be registered in the order of receipt at the Office of the Chief Executive Officer. The Chief Executive Officer shall have the full responsibility for sanctioning or rejecting the pension. Appeal against the order of the Chief Executive Officer may be filed before the Governing body within 90 days. The copy of the order against which the appeal is preferred shall be produced along with the appeal. The decision of the Governing body shall be final.

(2) The Chief Executive Officer shall send the order, sanctioning/rejecting, pension to the applicant and to the concerned District Executive Officer and the said information shall be recorded in the concerned registers in the office.

(3) The full responsibility for the disbursement of pension is vested with the Chief Executive Officer. The Chief Executive Officer shall provide the amount required for the disbursement of pension to the respective District Executive Officer in due course. If a person-receiving pension is found to be in eligible for pension for any reason, the power to cancel or stop his pension temporarily/permanently is vested with the Chief Executive Officer.

(4) Applications received for pension shall be kept permanently and the accounts relating to the disbursement of pension shall be subject to audit in the manner as fixed by the Board. The registers and records subjected to audit shall be kept at least for one year after completing the audit procedures.

(5) After the implementation of this Scheme with the prior approval of the Government, the Governing body of the Kerala Laundry Workers' Welfare Scheme shall have the power to make periodical changes in the provisions of the Scheme.

By order of the Governor,

ELIAS GEORGE,
Government Secretary.

ANNEXURE 1

Retirement Benefit

| <i>Completed years</i> | <i>Contribution Amount of Members</i> | <i>Amount of benefit to be given to the members</i> | <i>Years Completed</i> | <i>Amount of contribution remitted by members</i> | <i>Amount of benefit to be given to the members</i> |
|----------------------------|---|---|----------------------------|---|---|
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1 | .. | .. | 21 | 2,520 | 6,860 |
| 2 | 240 | 600 | 22 | 2,640 | 7,667 |
| 3 | 360 | 600 | 23 | 2,760 | 8,554 |
| 4 | 480 | 600 | 24 | 2,880 | 9,532 |
| 5 | 600 | 641 | 25 | 3,000 | 10,610 |
| 6 | 720 | 811 | 26 | 3,120 | 11,798 |
| 7 | 840 | 998 | 27 | 3,240 | 13,107 |
| 8 | 960 | 1,204 | 28 | 3,360 | 14,550 |
| 9 | 1,080 | 1,432 | 29 | 3,480 | 16,140 |
| 10 | 1,200 | 1,682 | 30 | 3,600 | 17,892 |
| 11 | 1,320 | 1,959 | 31 | 3,720 | 19,822 |
| 12 | 1,440 | 2,263 | 32 | 3,840 | 21,950 |
| 13 | 1,560 | 2,599 | 33 | 3,960 | 24,294 |
| 14 | 1,680 | 2,969 | 34 | 4,080 | 26,878 |
| 15 | 1,800 | 3,376 | 35 | 4,200 | 29,725 |
| 16 | 1,920 | 3,826 | 36 | 4,320 | 32,861 |
| 17 | 2,040 | 4,321 | 37 | 4,440 | 36,318 |
| 18 | 2,160 | 4,866 | 38 | 4,560 | 40,126 |
| 19 | 2,280 | 5,468 | 39 | 4,680 | 44,322 |
| 20 | 2,400 | 6,131 | 40 | 4,800 | 50,000 |

ANNEXURE 2

[See Para 26 (4)]

The Schedule regarding the number of workers who had retired on completion of 60 years up to the year 2001 and those who are to complete 60 years from 2002 to 2011 (10 years) from the Laundry workers who are members of the Kerala Artisans and Skilled Workers' Welfare Scheme 1991, and the amount required for pension.

Retired after completing 60 years/to be retired

| <i>Year</i> | <i>Number of workers retired on pension</i> | <i>Number of persons newly retiring per year</i> | <i>Total</i> | <i>Pension amount to be given annually (No.×12×100)</i> |
|-------------|---|--|--------------|---|
| (1) | (2) | (3) | (4) | (5) |
| 1989-2001 | 780 | .. | 780 | 9,36,000 |
| 2002 | | 136 | 916 | 10,99,200 |
| 2003 | | 96 | 1,012 | 12,14,400 |
| 2004 | | 89 | 1,101 | 13,21,200 |
| 2005 | | 109 | 1,210 | 14,52,000 |
| 2006 | | 93 | 1,303 | 15,63,600 |
| 2007 | | 128 | 1,431 | 17,17,200 |
| 2008 | | 100 | 1,531 | 18,37,200 |
| 2009 | | 126 | 1,657 | 19,88,400 |
| 2010 | | 126 | 1,783 | 21,39,600 |
| 2011 | | 117 | 1,900 | 22,80,000 |

FORM No. 1
(See Para 5)

APPLICATION FORM FOR ADMISSION TO WORKERS' WELFARE
SCHEME, 2004

PART A

1. Name of the Applicant :
2. Address :
3. Educational Qualification :
(if any)
4. (a) Nature of work and place
of work of the applicant :
(b) For how long period you are
doing the above said job :
(c) (1) Whether worker or self
employed person :
(2) If worker, the name and
address of the employer :
5. Date of Birth :
6. Name of father :
7. The name of the branch of State
Bank of Travancore in which you
intend to remit money :

DECLARATION

The facts stated above are true to the best of my knowledge and belief.
I hereby assure that I am fully healthy and I have no disease of any type.

(Signature of applicant/Thumb impression)

Place:

Date:

PART B

I do hereby nominate the following person/persons to receive the death/retirement benefits on the event of my death.

| <i>Name</i> | <i>Address</i> | <i>Age and Date of Birth</i> | <i>Relationship with applicant</i> | <i>If nominee is minor relation- ship with applicant</i> | <i>Whether whole or part, if it is a share, how much is the share</i> | |
|-------------|----------------|--------------------------------------|--|--|---|-----|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |

Note:—Nominate only member/members of the family. Otherwise nomination shall be treated as invalid.

Place : _____ Signature /Thumb impression of the applicant.
Date : _____

PART C

(To be filled in by the District Executive Officer)

Application is Accepted/Rejected*.

Identity Card No. :

Code No. :

Date :

Signature of District Executive Officer.

Office Seal :

* Score off which are unnecessary.

* If application is rejecting state the reasons for it.

PROCEEDINGS OF THE DISTRICT EXECUTIVE OFFICER

*Present:**Sub:*—Order giving membership in the Kerala Laundry Workers' Welfare Scheme
.....*Ref:*—Application of Shri/Smt.....dated.....
Order No.....Date.....

On the preliminary enquiry conducted by me on your application referred above, you are found eligible for the membership in the above Scheme. Hence you are admitted as a member of the Kerala Laundry Workers' Welfare Scheme, 2004 as per this Order. Your membership Number isThis number should be shown in all future correspondence. First subscription shall be paid in the bank within 15 days from the date of this order. The membership shall be deemed to have come into force only from the date of remittance.

District Executive Officer.

Sri/Smt.....
.....
.....

Copy to:

To Manager,
.....Branch,
State Bank of Travancore.

IDENTITY CARD

Membership Number :
Name :
Age :
Address : Male/Female

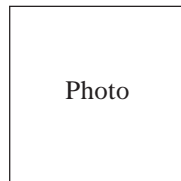
Recognised Branch of
State Bank of Travancore :

Date of issue of the Card :

Name and Official Address of the
Officer issuing the Identity Card.

Signature /Thump impression
of the applicant.

Attested



District Executive Officer,
Kerala Artisans and Skilled
Workers Welfare Scheme,
.....

**PROCEEDINGS OF THE DISTRICT EXECUTIVE OFFICER OF THE KERALA
LAUNDRY WORKERS' WELFARE SCHEME**

*Sub:—*The Kerala Laundry Worker (Death-cum-Retirement) Benefit Scheme, 2004,
Change of State Bank of Travancore Branch where subscription is paid—
Reg.

*Ref:—*1. Circular No.....dated.....of the Chief Executive Officer.
2. Application dated.....of Shri/Smt.....
Order No.....date.....

Sri/Smt.....who is a member of the above Welfare Scheme has became member as code No.....and selected to be eligible to remit subscription in the..... Branch of State Bank of Travancore. The accounts of the subscription remitted by the above member till the month of....., 20.....is given below.
.....month.....Amount

But, as per the application in Ref. 2 as the above said member has changed the residence place/work place fromDistrict to.....District it is requested to allow to select the State Bank of Travancore Branch ofDistrict in order to remit the subscription conveniently.

Hence, the order of membership number of the above said applicant of this District is cancelled from the month ofof 20.....

The above said applicant shall contact the Executive Officer of.....District, for new membership.

District Executive Officer.

1. Sri/Smt.....
2. Manager, State Bank of Travancore
3. Chief Executive Officer
4. District Executive Officer.

The Kerala Laundry Workers' Welfare Scheme**APPLICATION FORM FOR PENSION**

1. Name and full address of the applicant :
2. Membership No. of the applicant in the Welfare Fund Board
3. Date of birth and completed age :
4. Date of last payment of contribution after completing 60 years :
5. Number and date of the order sanctioning retirement benefit (copy of the order should be enclosed) :
6. Period of membership of the applicant in the Welfare Fund Board :
7. State the No. of years for which retirement benefit received from the Welfare Fund Board by the Applicant :
8. Whether the applicant applying for pension is a person who has received financial assistance from the scheme due to physical disablement. If so, date and Order of the Chief Executive Officer (Copy of the order should be enclosed):
9. Whether pension or other benefits is being received from Government or any other Semi-Government Institutions now? If so give details? :

The details mentioned above are true to the best of my knowledge and belief.

(Signature of the Applicant)

Place:

Date:

Note:—Two passport size photograph should be enclosed with the application.

The Kerala Laundry Workers' Welfare Scheme

IDENTITY CARD

1. Registration Number :
2. Name of the Pensioner :
3. Address :
4. Number and date of sanctioning pension :
5. Signature of the Applicant :

(Office Seal)

District Executive Officer,

.....

Photo

The Kerala Laundry Workers' Welfare Scheme

Office of the District Executive Officer

.....

Date.....

The application for pension submitted by Sri.....

.....

.....

(Name and address) is received on this day.

District Executive Officer.

(Office Seal).

FORM No. 8
(See Para 9)
ORIGINAL

State Bank of Travancore
.....Branch.

Workers' Welfare Fund

Date :

Branch Code :

Membership number :

Monthly instalment :

From the month ofTo.....

Arrear amount (if any) :

Fine for arrear :

Total :

Total Amount in words :

(Seal)

Signature of the Member

Signature of the
Bank Authority.

FORM

[See Para

PENSION APPLICATION REGISTER TO BE

| <i>Serial No.</i> | <i>Name and address of the applicant</i> | <i>Date of application</i> | <i>Registration No. of the Welfare Fund</i> | <i>Order No. and date of sanction of Retirement Benefit</i> | <i>Date of Retire- ment</i> |
|-----------------------|--|--------------------------------|---|---|-------------------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) |
| | | | | | |

* Only affix photos to whom pension is sanctioned.

No. 9

29 (2)]

MAINTAINED IN DISTRICT EXECUTIVE OFFICE

| <i>Whether applied due to physical disability, Order sanctioning financial assistance</i> | <i>File No. and date on which application forwarded to Chief Executive Officer</i> | <i>Order No. and date by which Pension sanctioned/ rejected</i> | <i>Remarks</i> | <i>Photo*</i> |
|---|--|---|----------------|---------------|
| (7) | (8) | (9) | (10) | (11) |
| | | | | |

G. 390 (07) a.

Original

State Bank of Travancore
.....Branch

Kerala Laundry Workers' Welfare
Fund

Date.....
.....

Branch Code.....
.....

Membership No.....
.....

Monthly instalment, from the
month ofto.....

Arrear amount, if any.....
.....

Fine for arrear.....
.....

Total.....
.....

Total amount in words.....
.....

(Seal)

Signature of the
Member

Signature of the
Bank Authority

Duplicate

State Bank of Travancore
.....Branch

Kerala Laundry Workers' Welfare
Fund

Date.....
.....

Branch Code.....
.....

Membership No.....
.....

Monthly instalment, from the
month ofto.....

Arrear amount, if any.....
.....

Fine for arrear.....
.....

Total.....
.....

Total amount in words.....
.....

(Seal)

Signature of the
Member

Signature of the
Bank Authority

Triplicate

State Bank of Travancore
.....Branch

Kerala Laundry Workers' Welfare
Fund

Date.....
.....

Branch Code.....
.....

Membership No.....
.....

Monthly instalment, from the
month ofto.....

Arrear amount, if any.....
.....

Fine for arrear.....
.....

Total.....
.....

Total amount in words.....
.....

(Seal)

Signature of the
Member

Signature of the
Bank Authority

Quadruplicate

State Bank of Travancore
.....Branch

Kerala Laundry Workers' Welfare
Fund

Date.....
.....

Branch Code.....
.....

Membership No.....
.....

Monthly instalment, from the
month ofto.....

Arrear amount, if any.....
.....

Fine for arrear.....
.....

Total.....
.....

Total amount in words.....
.....

(Seal)

Signature of the
Member

Signature of the
Bank Authority

| <i>Date</i> | <i>Particulars of Chalan</i> | <i>Monthly subscription amount</i> | <i>Penal interest amount</i> | <i>Total</i> | <i>Advance/ withdrawal</i> | <i>Signature of the Authority</i> |
|-------------|----------------------------------|--|--------------------------------------|--------------|--------------------------------|---|
|-------------|----------------------------------|--|--------------------------------------|--------------|--------------------------------|---|

Bank Deposit

Name of the Bank :
 Name of the Depositor :
 Code Number :
 Occupation :
 Address :

Manager.
